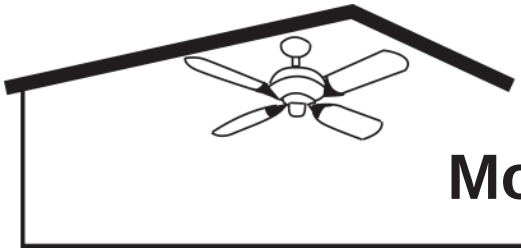
Ceiling Fan
Installation Instructions

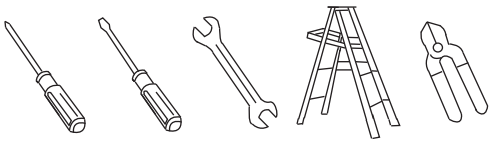


Model #: AC-12452

Please Read and Save

1. TOOLS AND MATERIALS REQUIRED

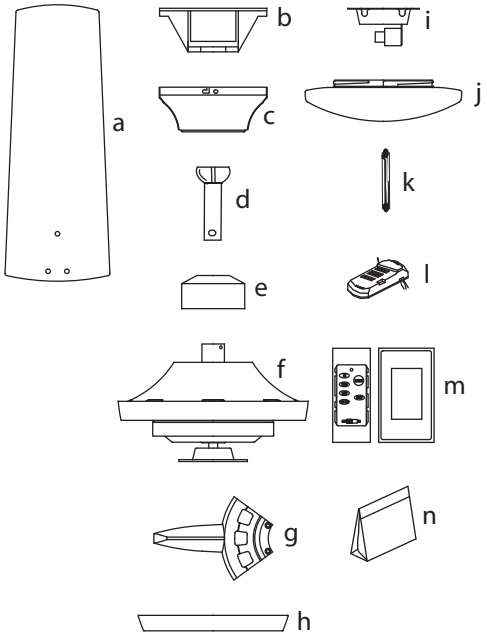
- Philips screw driver
- Blade screw driver
- 11 mm wrench
- Step ladder
- Wire cutters



2. PACKAGE CONTENTS

Unpack your fan and check the contents. You should have the following items;

a. Blade set (5)
b. Hanger bracket
c. Canopy
d. Downrod
e. Coupling cover
f. Fan motor assembly
g. Set of blades bracket (5)
h. Mounting plate
i. Light plate
j. Glass shade
k. 100W Halogen bulb J-type
l. Receiver+6 wire nuts
m. Transmitter+wall plate (2)
+ 4 mounting screws+ 3 wire nuts
n. Package hardware
1) Mounting hardware :
wood screws(2), screws(2), lock washers(4), washers(2), wire nuts(3), rubber gasket(2)
2) Blade attachment hardware:
screws(16), fiber washers(16)
3) Close-to-ceiling attachment hardware:
screws with lock washers (3)
4) Balance Kit



3. SAFETY RULES

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.

2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.

3. WARNING: To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device.

4. WARNING: To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced, consult a qualified electrician if in doubt.

WARNING
TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED "ACCEPTABLE FOR FAN SUPPORT".

5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only CUL Listed outlet boxes marked "FOR FAN SUPPORT".

6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.

7. To operate the reverse function on this fan, press the reverse button while the fan is running.

8. Avoid placing objects in the path of the blades.

9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

11. After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.

12. Electrical diagrams are reference only. Light kit that are not packed with the fan must be CUL Listed and marked suitable for use with the model fan you are installing. Switches must be CUL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.

WARNING
TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

ATTENTION
Under the Energy Policy Act of 2005, federal regulations require all ceiling fans with light kits manufactured or imported after January 1, 2009, to limit the total wattage consumed by the light kit to 190 watts. Therefore, this product is equipped with a 190W limiting device. If lamping exceeds 190 watts, the light kit will shut off automatically until the proper wattage of bulbs are installed. Reset the light kit by turning it off, replacing the bulbs with the correct wattage, and then turning the light kit back on.

4. MOUNTING OPTIONS

If there isn't an existing CUL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). Do not use plastic outlet boxes.

Figures 1,2 and 3 are examples of different ways to mount the outlet box.

Note: You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. (Fig. 3)

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4.

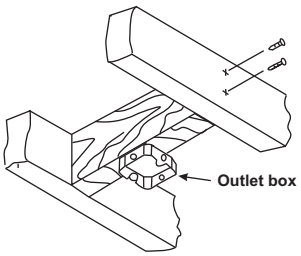


Figure 1

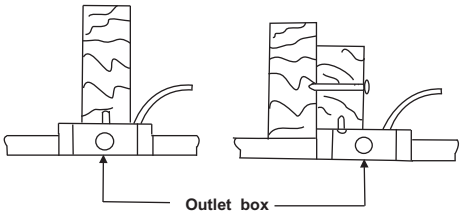


Figure 2

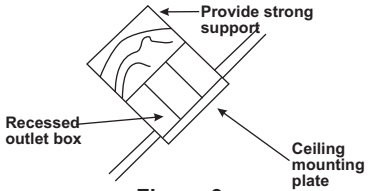


Figure 3

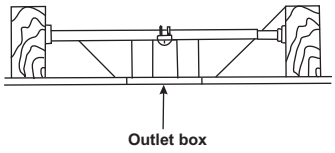


Figure 4

5. Hanging the Fan

REMEMBER to turn off the power. Follow the steps below to hang your fan properly:

NOTE: This ceiling fan is supplied with two types of hanging assemblies; the standard ceiling installation using the downrod with ball and socket mounting and the "close-to-ceiling" installation. The "close-to-ceiling" installation is recommended in rooms with less than 8-feet ceilings or in areas where additional space is desired from the floor to the fan blades.

STANDARD CEILING INSTALLATION

Step 1. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 5.

Step 2. Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with your outlet box.

Step 3. Remove the hanger pin, lock pin and set screws from the top of the motor assembly.

Step 4. Route wires exiting from the top of the fan motor through the couping cover, canopy and then through the ball / downrod. (Fig. 6)

Step 5. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing. Carefully insert the hanger pin through the holes in the collar and downrod. Be careful not to jam the pin against the wiring inside the downrod. Insert the locking pin through the hole near the end of the hanger pin until it snaps into its locked position, as noted in the circle inset of Fig. 6.

Step 6. Tighten two set screws on top of the fan motor firmly. (Fig. 6)

Step 7. Place the downrod ball into the hanger bracket socket. (Fig. 7)

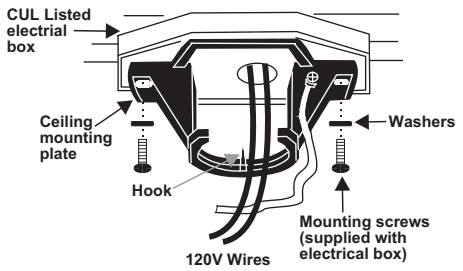


Figure 5

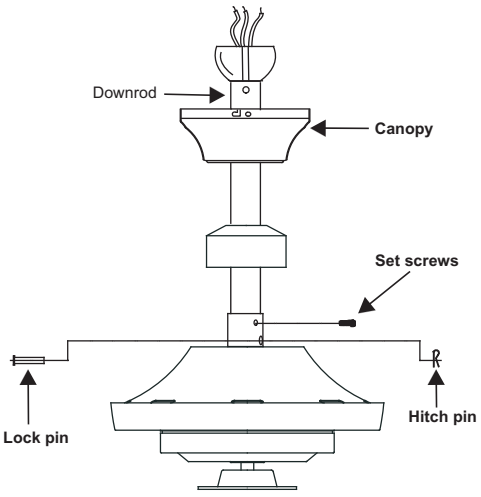


Figure 6

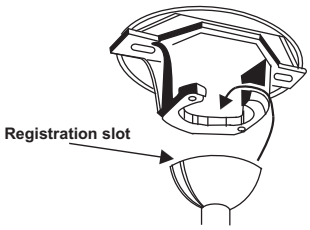


Figure 7

CLOSE-TO-CEILING INSTALLATION

1. Remove the decorative canopy bottom cover from the canopy by depressing the three studs (Fig. 8)

2. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 5.

3. Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with your outlet box.

4. Place the ceiling canopy over the collar at the top of the motor. Align the mounting holes with the holes in the motor and fasten using the screws and lock washers provided (Fig. 9).

5. Tighten the mounting screws securely. (Fig. 9)

WARNING: Failure to completely tighten the three screws in step 5 could result in fan loosening and possibly falling.

6. Hang the fan on the hook of the hanger bracket. Be certain that the canopy is fully locked into hook as shown in Fig. 10. This will allow you to make the electrical connections.

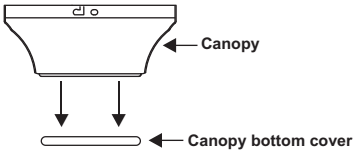


Figure 8

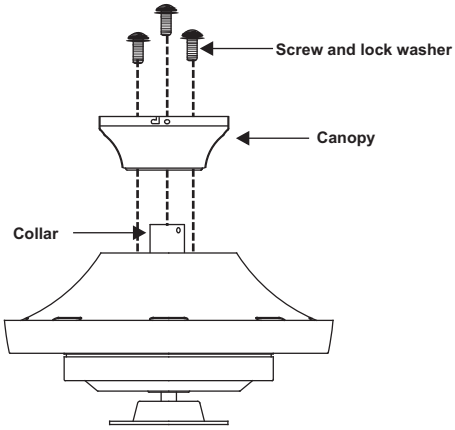


Figure 9

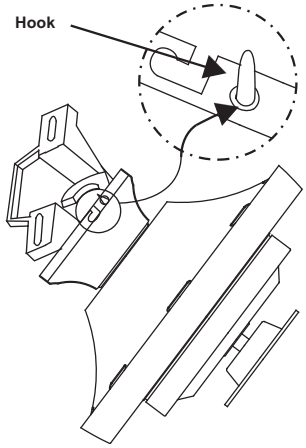


Figure 10

6. INSTALLATION OF SAFETY SUPPORT

An additional safety support is provided to prevent the fan from falling. Secure the safety cable to the ceiling joist with screw and washer, as illustrated in Figure 11.

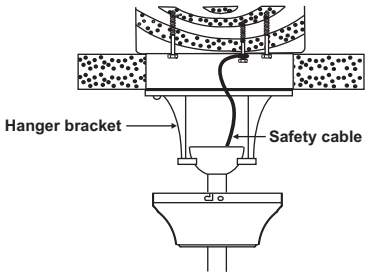


Figure 11

7. MAKE THE ELECTRIC CONNECTIONS

WARNING: To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

NOTE: This remote control unit is equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your receiver and transmitter have been preset at the factory. Please recheck to make sure the switches on transmitter and receiver are set to the same position, any combination of settings will operate the fan as long as the transmitter and receiver are set to the same position.(Fig. 12)

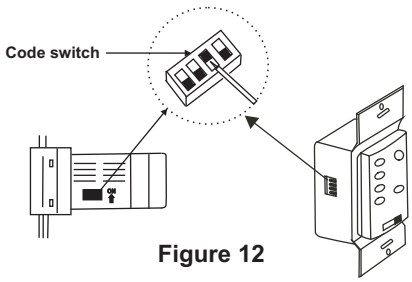


Figure 12

Step 1. (Fig. 13) Insert the receiver into the mounting bracket with the flat side of the receiver facing the ceiling.

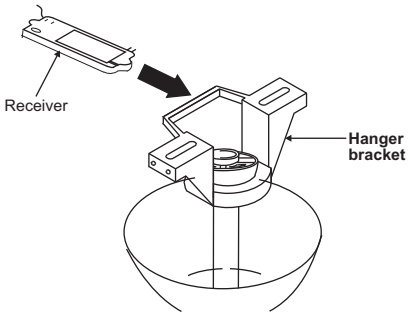


Figure 13

Step 2. (Fig. 14 and 15) Motor to Receiver Electrical Connections: Connect the black wire from the fan to black wire marked "TO MOTOR L". Connect the white wire from the fan to the white wire marked "TO MOTOR N" from the receiver. Connect the blue wire from the fan to the blue wire marked "For Light" from the receiver. Secure the wire connections with the plastic wire nuts provided.

Step 3. (Fig. 14 and 15) Receiver to house supply wires electrical connections: Connect the black (hot) wire from the ceiling to the black wire marked "AC in L" from the receiver. Connect the white(neutral) wire from the ceiling to the white wire marked "AC in N" from the Receiver. Secure the wire connections with the plastic wire nuts provided.

Step 4. (Fig. 14 and 15) If your outlet box has a ground wire (green or bare copper) connect it to the fan ground wires; otherwise connect the hanging bracket ground wire to the mounting bracket. Secure the wire connection with a plastic nut provided. After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and black and blue wires are on the other side. Carefully tuck the wire connections up into the outlet box.

After connecting the wires spread them apart so that the green and white wires are on one side of the outlet box and black and blue wires are on the other side. Carefully tuck the wire connections up into the outlet box.

Note: Fan must be installed at a maximum distance of 20 feet from the transmitting unit for proper signal transmission between the transmitting unit and the fan's receiving unit.

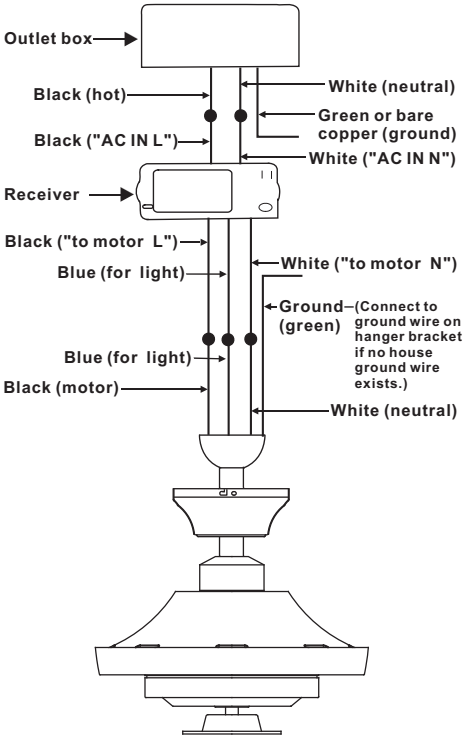


Figure 14

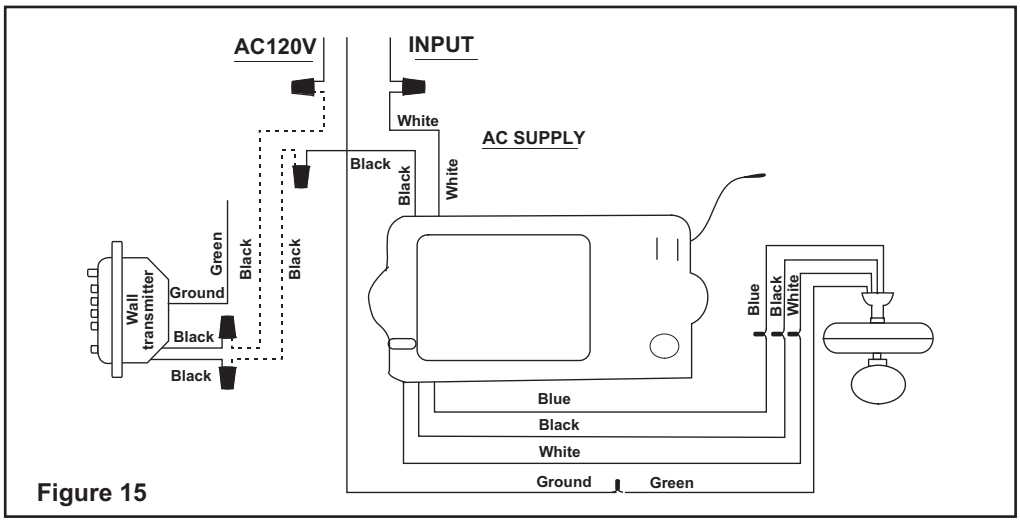


Figure 15

8. INSTALLING THE WALL TRANSMITTER

WARNING! HOOK UP "IN SERIES" ONLY. DO NOT CONNECT NEUTRAL SUPPLY WIRE OF ELECTRIC CIRCUIT TO THE TRANSMITTER WALL SWITCH, DAMAGE TO THE TRANSMITTER WALL SWITCH AND POSSIBLE FIRE COULD OCCUR.

Step 1. Remove the existing wall plate and switch from the wall outlet box.

Step 2. Make the electrical connections as shown in Fig.15. If your outlet box has a ground wire (Green or Bare Copper) connect the transmitter's ground wire directly to one of the screws from the outlet box . Secure all wire connections with the plastic wire nuts provided.

Step 3. Carefully tuck the wire connections inside the outlet box. Use the screws provided to secure the wall transmitter and wall plate to the outlet box. (Fig. 16)

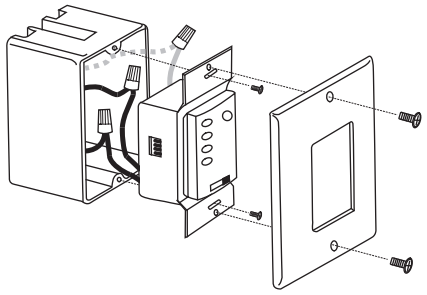


Figure 16

9. FINISHING THE INSTALLATION

STANDARD CEILING INSTALLATION

Slide canopy up to the ceiling as shown in Figure 17. Make sure you place the wires safely into the outlet box. Secure the canopy to the hanger bracket with the four screws with your fan.

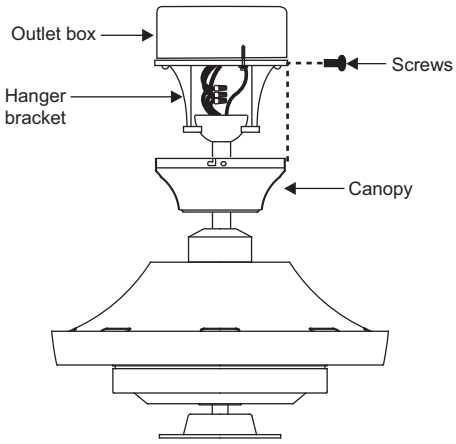


Figure 17

CLOSE-TO-CEILING INSTALLATION

Remove the fan from the hook on the hanger bracket. Secure the canopy to the hanger bracket as shown in Figure 18 with four screws included with your fan.

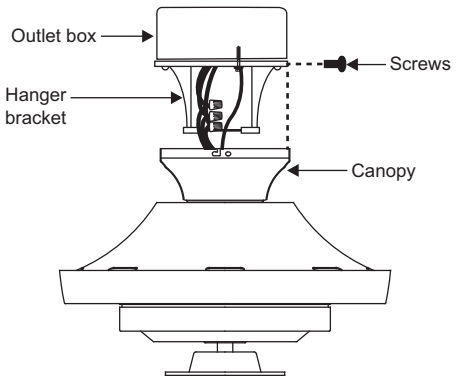


Figure 18

10. ATTACHING THE FAN BLADES

Step 1 Attach the blade to the blade bracket using the screws and fiber washers as shown in Figure 19. Start screw into bracket. Repeat for the two remaining screws.

Step 2 Tighten each screw. Make sure the blade is straight.

Step 3 Fasten blade assembly to motor using the screws supplied. (Fig. 19)

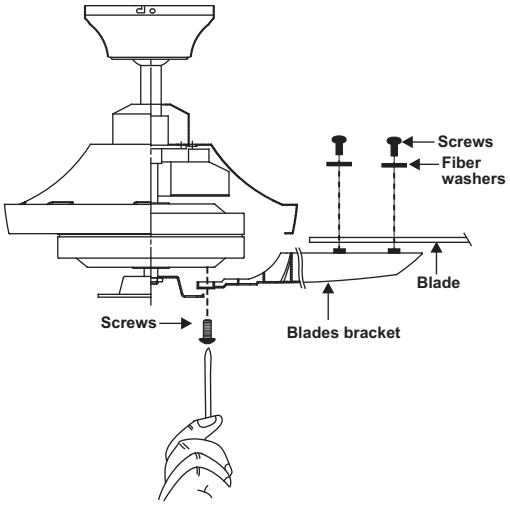


Figure 19

11. INSTALLATING THE MOUNTING PLATE

1. Remove the 1 of 3 screws from the mounting ring and loosen the other 2 screws. (Do not remove)

2. Place the key holes on the mounting plate over the 2 screws previously loosened from the mounting ring, turn mounting plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 20)

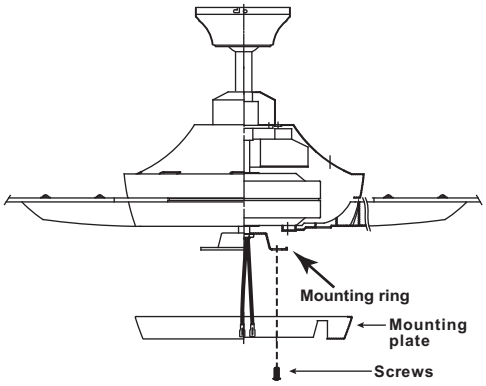


Figure 20

12. ATTACHING THE LIGHT PLATE

NOTE: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.

Step 1. Raise and hold the light kit close to the mounting plate and proceed to do the wire connections, follow the same procedure with the black wire connectors. Attach the light kit to the mounting plate by using the four (4) screws provided that are preinstalled on the mounting plate. (Fig. 21)

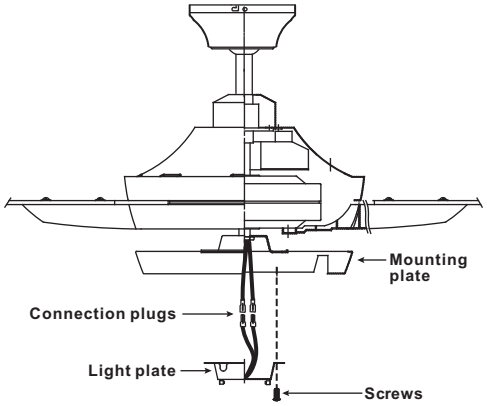


Figure 21

13. ATTACHING THE LIGHT BULB AND GLASS SHADE

WARNING: Shut off the power supply before removing or replacing lamp. In handling of halogen bulb, care should be taken not to touch it with your bare hands. Oil residue will shorten the life of the halogen bulb. If you accidentally come into contact, wipe thoroughly with a clean, lint-free, cotton cloth. Allow the bulb to cool off for 10 minutes before changing the bulb. Use light bulb in accordance with the fan's specification. TO REDUCE THE RISK OF FIRE DO NOT EXCEED MAXIMUM WATTAGE RATING.

Step 1. Install 100W halogen bulb J-type (included). (Fig. 22)

Step 2. Raise glass shade up against bottom of fan housing and secure it to fan by twisting glass clockwise until snug. DO NOT OVERTIGHTEN. (Fig. 22)

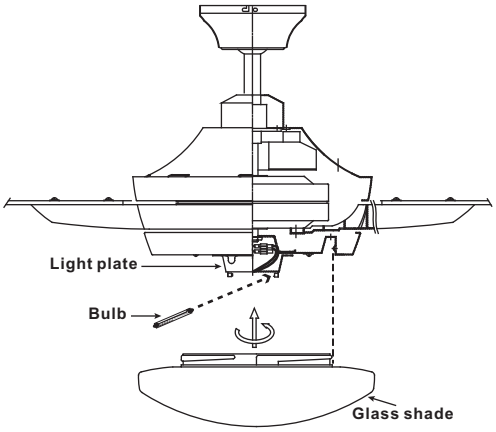


Figure 22

14. OPERATING INSTRUCTIONS

Restore power to ceiling fan and test for proper operation.

A. **HI, MED,** and **LOW** buttons:
These three buttons are used to set the fan speed as follows:
HI= high speed
Med= medium speed
Low= low speed

B. **FAN OFF** button:
This button turns the fan off.

C. **LIGHT** button:
This button controls the light. Press and release the button to turn the light ON or OFF. Press and hold the button to set the desired brightness. The light key has an auto-resume, it will stay at the same brightness as the last time it was turned off.

D. The **"REV"** button is used to set the fan forward or reverse, press the button forward (for warm weather) or reverse (for cool weather).

E. **OFF-ON** Button
This button turns the power Off and On to the fan and light(s).

Speed settings for warm or cool weather depend on factors such as the room size. Ceiling height, number of fans and so on.

NOTE: to change the direction of the rotation of the blades the fan must be in operation mode.

Warm weather - (Forward) A downward airflow creates a cooling effect as shown in Fig. 24. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown in Fig. 25. This allows you to set your heating unit on a cooler setting without affecting your comfort.

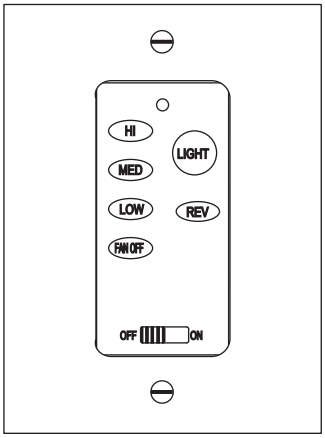


Figure 23

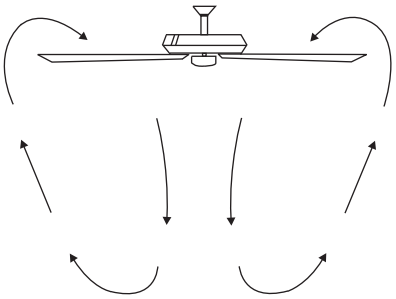


Figure 24

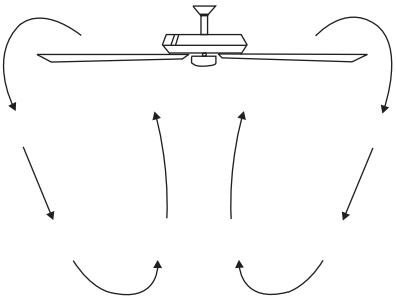


Figure 25

15. TROUBLESHOOTING

Problem	Solution
Fan will not start.	1. Check circuit fuses or breakers.
	2. Check line wire connections to the fan and switch wire connections in the switch housing. **CAUTION:** Make sure main power is off.
	3. Check to make sure the dip switches from the transmitter and receiver are set to the same frequency.
Fan sounds noisy.	1. Make sure all motor housing screws are snug.
	2. Make sure the screws that attach the fan blade bracket to the motor hub is tight.
	3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. **CAUTION:** Make sure main power is off.
	4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time.
	5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that light bulb is also secure.
	6. Do not connect the fan with wall mounted variable speed control (s)
	7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.
Remote control malfunction.	1. Do not connect the fan with wall mounted variable speed control (s)
	2. Make sure the dip switches are set correctly.
Lights shut off and will not come back on.	1. This unit is equipped with a wattage limiting device. Lamping in excess of 190 watts will disable your ceiling fan's light kit. To reset your light kit you must turn the power off and re lamp, keeping the wattage under 190 watts. Restore power to your ceiling fan and continue normal operation.
Fan wobble.	1. Check that all blade and blade arm screws are secure.
	2. Most fan wobbling problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure this distance. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8".
	3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable.
	4. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.
	WARNING: TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE ARM WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.